



SECURITY COOPERATION EDUCATION PROGRAMS GUIDE

April 2017

DEVELOPING THE SECURITY COOPERATION WORKFORCE





The Defense Institute of Security Cooperation Studies (DISCS) is the Defense Security Cooperation Agency's (DSCA) schoolhouse for educating the Security Cooperation workforce.

Mission

Educate the Security Cooperation Workforce to develop and execute innovative Security Cooperation solutions that support mutual U.S. and partner interests.

Vision

Conduct effective Security Cooperation education that enables whole-of-government efforts to build and maintain networks of relationships that achieve U.S. national security goals.

Values

- Integrity - Honesty, Responsibility, and Accountability
- Excellence - Knowledge, Commitment, and Professionalism
- Service - Dedication, Innovation, and Responsiveness

Mission Areas

1. Educate and train the Security Cooperation Workforce and the Security Cooperation Enterprise on effective security cooperation management policies, procedures, and techniques.
2. Enhance the long term professional development of the Security Cooperation Workforce through career and development programs.
3. Provide security cooperation research, consultation, and information dissemination for the Security Cooperation Enterprise.

Accreditation

Council on Occupational Education

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MESSAGE FROM THE DIRECTOR (DEFENSE SECURITY COOPERATION AGENCY)



The past few years have been important for Security Cooperation. Our programs and workforce continue to grow ever more critical in supporting the U.S. Government national security and foreign policy objectives. There is widespread recognition of the value of our work, and support for our efforts to improve it.

DSCA's Vision 2020 lays out initiatives that will enable the Security Cooperation community to better support national security goals and objectives in an increasingly complex security environment. One of the most transformational efforts - and one that will have a truly long-lasting impact - is to facilitate fundamental change in the Security Cooperation workforce to adapt to the 21st-century environment. This change includes initiatives to fully train, certify and resource the workforce to carry out the critical Security Cooperation mission. This effort will be our highest priority as we continue to implement Vision 2020 and follow through on the enterprise initiatives. Our schoolhouse will play an integral part in achieving the end state desired in workforce capabilities.

In recognition of the need to provide more robust training and education to the Security Cooperation workforce we are transforming our schoolhouse from one dedicated mainly to Security Assistance to one dedicated to all aspects of Security Cooperation. In October 2016 the Defense Institute of Security Assistance Management (DISAM) was renamed the Defense Institute of Security Cooperation Studies (DISCS). This was the first step in refocusing the mission and expanding the geographic presence of DISCS to better support training and education of the Security Cooperation workforce - over 10,000 strong worldwide. In the coming months, as we develop a more comprehensive Department of Defense Security Cooperation Workforce Development Program, there will be other changes to the curriculum and organization of DISCS.

These are exciting times, full of opportunities and challenges. The changes being made by DISCS over the years have positioned us well for the future. This document reflects some of those changes and much more as DISCS continues to embrace the needs of the Security Cooperation workforce.

I look forward to continuing to serve with you as we support solutions for America's global partners.

A handwritten signature in black ink, appearing to read 'JWR', with a long horizontal line extending to the right.

J.W. Rixey
Vice Admiral, USN
Director

As your schoolhouse enters its 40th year of supporting the workforce, things are as dynamic as ever! Our name has changed to Defense Institute of Security Cooperation (DISCS) from the former DISAM. The course content transition from traditional security assistance to a broader security cooperation scope has been ongoing for years, but to capture it in a few words, much more is ongoing at DISCS! In keeping with DSCA's and DoD's emphasis on the development and professionalization of the workforce, DISCS is working hard to keep pace with DSCA initiatives to lead the Enterprise to meet the demands on security cooperation programs.



Over the past year, we have seen a lot of change at the schoolhouse to ensure SC curriculum development and scheduling of course offerings are aligned with the priorities and efforts across the community. DISCS did a bottom-up review and updated its mission and vision. We have restructured the organization to better support curriculum development and delivery, and revised the location and placement of classes to posture us to provide a 21st century learning environment to better develop the Security Cooperation workforce. It's not been a simple "cosmetic" name change, but rather a continuing transformation with much more to come. More details are available and kept current on our webpage and in the Security Assistance Management Manual. My hope is that all has been seamless for you and there are no hiccups in our supporting you.

We are working with DSCA Headquarters and the newly created Security Cooperation Workforce Development Directorate to design a workforce development program that will provide for more structured establishment and management of all Security Cooperation professionals. DISCS input will be the education and training piece of a greater overall effort to match skills with requirements with increased attention and resourcing on certification and career development in a broader sense.

To update you on what we currently provide the Enterprise, I'm providing you a "mini-catalog" that highlights our various courses in 30 pages. I hope it will be a good synopsis and tool that you can use to easily view the intended audience, objectives and content of each course. If you have any questions, please refer to our website or call/e-mail us at DISCS.

Thank you for your continuing support of DISCS. Our goal continues to be to support your organization and each individual student with the education and training that best meets today's requirements and tomorrow's challenges.

A handwritten signature in black ink that reads "Ronald H. Reynolds". The script is fluid and cursive.

Ronald H. Reynolds, DPA
Commandant

LEGEND OF SECURITY COOPERATION FUNCTIONAL COMPETENCIES

BUILDING PARTNER CAPACITY / FOREIGN MILITARY SALES PROCESS: Focuses on FMS LOA and BPC Pseudo LOA lifecycles from concept to case closure. Details the pre-LOR, case development, and case execution phases, identifies responsible organizations and defines responsibilities.

INTERNATIONAL PROGRAMS SECURITY/TECHNICAL TRANSFER/END USE MONITORING: Focuses on principles and procedures of international technology transfer, export controls, foreign disclosure, and end-use monitoring.

REGIONAL STUDIES: Focuses on practical application of regional and country-specific political, military, economic, geographic, and cultural considerations, plus historic and current relationships with the U.S. in the Security Cooperation realm.

SECURITY COOPERATION ACQUISITION: Focuses on SC intersection points with the DoD acquisition enterprise to include: terms, relationships, customer involvement, pricing, agent fees, offsets, warranties, contract administration/audit, FMS/DCS comparison, armaments cooperation, LOA terms/conditions.

SECURITY COOPERATION FINANCIAL MANAGEMENT Focuses on effective and efficient financial management of SC programs and cases throughout development, implementation, execution, and closure for BPC and FMS . Includes funds management, pricing, and performance reporting/billing.

SECURITY COOPERATION LOGISTICS: Focuses on supply chain management portion that plans, implements, and controls the efficient, effective, forward, and reverse flow and storage of goods, services, and related data between point of origin and point of consumption to meet customer's requirements.

SECURITY COOPERATION LEGISLATION, POLICY, AND PROGRAMS: Focuses on legislative policy pertaining to creating, maintaining, and funding of SC programs, prohibitions, congressional notifications, key regulations, and major players and organizations.

SECURITY COOPERATION PLANNING: Focuses on ends, ways, and means; from the highest level of strategic guidance, through both DoS and DoD planning processes, down to the SCO's level where specific country SC plans drive SC activities.

SECURITY COOPERATION TRAINING MANAGEMENT: Focuses on the Security Cooperation policies, processes and guidance for training international military students.

SECURITY COOPERATION ORGANIZATION OPERATIONS: Focuses on SCO responsibilities and duties to include relationships and interaction with DoS, DoD interagency, and industry personnel, as well as Embassy life and operational environment.

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CONUS COURSE (SCM-C)

Audience: New SC personnel: junior to middle level.

Objective: The Security Cooperation Management CONUS Course (SCM-C) is designed for personnel who are new to the Security Cooperation workforce, and who work full time in Foreign Military Sales (FMS) and/or Building Partner Capacity (BPC) programs in CONUS. Through instructor and student dialogue and workshops, the course provides an enhanced understanding and application of the policies, procedures, methods, systems, and sequential actions necessary for the effective management of FMS and security cooperation programs.

Course Description: Topics addressed include legal foundations, technology transfer, program planning and coordination, international programs security, acquisition, contracting, pricing and financial management, logistics, training management, and the Security Cooperation Information Portal (SCIP). See the syllabus for more information on what will be covered and the duration in each lesson.

Daily take home quizzes are distributed Monday thru Thursday. A final quiz is administered in class on Friday afternoon, for a total of 20 questions for the week. Students must achieve a total score of 70% to pass the class. SCM-C lessons include exercises that reinforce the material learned during the Orientation Course-Online (SCM-OC-OL) and will simulate actual procedures, decision trees, work flows and situations associated with security cooperation.

Course Length: 5 Days

SYLLABUS

	Monday	Tuesday	Wednesday	Thursday	Friday
0800-0900	Welcome /Admin	FMS and BPC Sales Process	LOA Terms & Conditions	Logistics Principles and Application	Financial Management of SC Cases
0900-1000	Course Orientation		International Defense Acquisition Policy		Security Cooperation Information Portal (SCIP)
1000-1130	Legislation and Tech Transfer			Logistics Principles and Application	
1230-1330	SCO Responsibilities		Quiz #5		
1330-1430	FMS and BPC Sales Process				Cross-Cultural Communications
1430-1530		Training Management			
1530-1630	Quiz #1, Faculty Consultation, Survey	Quiz #2, Faculty Consultation, Survey	Quiz #3, Faculty Consultation, Survey	Quiz #4, Faculty Consultation, Survey	Course Survey and Graduation

Audience: FMS financial management managers.

Objective: The Financial Management Course (SCM-CF) is designed to provide personnel who are directly involved in or concerned with Security Cooperation (SC) pricing, funds management, performance/delivery reporting, and billing; a comprehensive understanding and application of the policies, methods, systems, and actions necessary for the effective financial management of SC cases.

Course Description: The course encompasses a broad variety of topics, including the Arms Export Control Act and other statutory requirements; Department of Defense (DoD) implementing directives and manuals; SC pricing of materiel and services; flow and accounting of funds; the FMS trust fund; obligation and expenditure authority; payment schedules; performance reporting and reimbursement, including the delivery transaction / performance reports, FMS billing statement (DD Form 645), Defense Finance and Accounting Service (DFAS) feedback reports, the Defense Integrated Financial System (DIFS); and case reconciliation, and closure. The course is interspersed with studies of the organizations and functions concerned, including the military departments (MILDEPs) and the DFAS, and their interrelationship and involvement.

Course Length: 5 Days

SYLLABUS

	Monday	Tuesday	Wednesday	Thursday	Friday
0800-0900	Welcome Remarks / Admin Orientation / Course Introduction	Pricing	MILDEP Pricing Funds Workshop	MILDEP Guest Speaker(s)	DSAMS Financial Management Products
0900-1000	Funds Management				Financial Aspects of BPC Programs
1000-1130		MILDEP Pricing Funds Workshop	DSCA Guest Speaker	ISCS Mission / Closure Remarks / Course Survey	
1230-1330					Pricing
1330-1430					
1430-1530					
1530-1630					

CASE MANAGEMENT COURSE (SCM-CM)

Audience: FMS managers.

Objective: The Case Management Course (SCM-CM) is designed for personnel who are directly involved in or concerned with the approval, negotiation, coordination, and management of foreign military sales (FMS) cases and security cooperation programs. Through instructor and student dialogue and workshops, students gain an enhanced understanding and application of the policies, procedures, methods, systems, and sequential actions necessary for the effective management of FMS and security cooperation programs.

Course Description: Encompasses a broad variety of topics involved in total package support of international programs. Including pertinent applications of the Arms Export Control Act and other statutory requirements, Department of Defense and service implementing directives and instructions, FMS policy directives and program requirements, and Security Cooperation automated information systems. Course emphasizes effective use of FMS organizational relationships between DOD acquisition, logistical, financial, and case management personnel. Furthermore will provide SC personnel with an increased knowledge of FMS policies, procedures and systems. Course goal is to provide new perspectives on effective case management methodologies. This is met through the discussion of current event issues, sample case management problems and MILDEP unique seminars. Whenever possible, guest speakers from DSCA and the MILDEPs are used to enhance the current issues and policies discussions.

Course Length: 5 Days

SYLLABUS

	Monday	Tuesday	Wednesday	Thursday	Friday
0800-0900	Welcome /Admin	BPC LOA Process	Training Issues in Case Management	SCIP for Case Management	Case Writing Division Role (Guest Speaker)
0900-1000	Case Management Initiatives		Acquisition & Contract Performance Considerations	Case Execution Logistics Issues	
1000-1030		DISCS Mission			
1030-1100	Case Manager to SCO Interface/EUM				Course Survey
1100-1130					
1230-1300	Tech Transfer Issues Overview & MTCR	Seminar I (Army, Navy & AF)	SCIP for Case Management		
1300-1400			Seminar II (Army, Navy & AF)		
1400-1530	DSAMS Case Management Reports	Case Reconciliation & Closure Overview			

CASE RECONCILIATION AND CLOSURE COURSE (SCM-CR)

Audience: FMS case management team members.

Objective: The Case Reconciliation and Closure Course (SCM-CR) is designed to provide personnel who are directly involved or concerned with Security Cooperation case and financial management a comprehensive understanding and application of the policies, methods, systems, and actions necessary for effective and continuous case and line reconciliation from implementation through final closure.

Course Description: This course is designed to provide the student the tools for on-going case reconciliation eventually leading to a more expeditious case closure. It provides an academic overview of the Security Cooperation case processes, financial management of cases, and case reconciliation and closure from the DoD perspective. Military department workshops provide hands-on training in case reconciliation methodology available to military department and DoD agency case and financial managers.

The first two days consist of classroom lecture and discussion covering the topics of Security Cooperation case processes, financial management, the DoD Reconciliation and Closure Guide, a DFAS SCA perspective, and a DSCA perspective on case reconciliation and closure. The remaining two and one half days are conducted as unique Implementing Agency (IA) workshops where the tools available for ongoing case reconciliation and ultimately closure are demonstrated, discussed, and analyzed in terms of exercises utilizing the IA unique data systems and products.

Course Length: 5 Days

SYLLABUS

	Monday	Tuesday	Wednesday	Thursday	Friday
0800-0900	Welcome Remarks / Admin Orientation / Course Introduction	DSCA Guest Speaker			IA Guest Speakers: Reconciliation and Closure Workshop
0900-1000	Process / Financial Management Overview for Security Cooperation Cases		IA Guest Speakers: Reconciliation and Closure Workshop	IA Guest Speakers: Reconciliation and Closure Workshop	
1000-1130		DFAS SCA Guest Speaker			
1230-1330	Case Reconciliation and Closure Overview				
1330-1430		DCMA Guest Speaker			
1430-1600					

LOGISTICS SUPPORT COURSE (SCM-CS)

Audience: FMS logistics managers.

Objective: The Logistics Support Course (SCM-CS) is designed to provide personnel who are involved in or concerned with foreign military sales (FMS) requisitions and materiel movement with a comprehensive understanding and application of the policies, procedures, systems, and actions necessary to move FMS materiel from its initial requisition through shipment to the customer's final destination. Gain an understanding of the functions of key organizations involved in materiel distribution, to include the International Logistics Control Organizations, Defense Logistics Agency, contractors, and freight forwarders.

Course Description: This is an advanced course in two parts. The first part is an online refresher course. The second part is a one-week resident course. Focus is on specific aspects of logistics such as the integration of the elements of the total package approach, requirements determination, requisition processing, with an emphasis on shipping and transportation considerations throughout the FMS case and requisition life cycle, responsibilities and relationships between organizations in the security cooperation and logistics community. Additional focus on reduction of frustrated and misdirected shipments, reducing supply discrepancy reports, and planning for material movement Pre-LOR. A required minimum score of 75 percent on the final exam, workshops and course work is required to receive a certificate of graduation.

Course Length: 5 Days

SYLLABUS

	Monday	Tuesday	Wednesday	Thursday	Friday
0800-0900	Welcome /Admin/ Intro	NATO Codification System (Guest Speaker)	The Role of the Freight Forwarder (Guest Speaker)	SCIP for Logistics	Logistics Support Focus #2 (Guest Speaker)
0900-1000	LOA Entries & The DSP-94	Roles & Responsibilities of DLA (Guest Speaker)	Transportation Policy, Process & Plans	Acquisition Policy & Process	Course Survey/Final Exam
1000-1030					
1030-1100	Catalog Data	Pre-Case Logistics Planning	Pricing & Billing Transportation Services	Logistics Support Focus #1 (Guest Speaker)	
1100-1200					
1300-1400	MILSTRIP Requisition & The TCN	The MAPAD	Discrepancy Reporting		
1400-1430					
1430-1600	Logistics Workshop #1	Logistics Workshop #2	Logistics Workshop #3	Logistics Workshop #4	

Audience: Senior U.S. Government (USG) personnel (O-6/GS-15 & above) and senior defense industry personnel.

Objective: The Executive USG and Defense Industry Course (SCM-E) is designed to concisely provide senior-level USG and U.S. defense industry personnel a top-level understanding of the key components that comprise the USG's security cooperation enterprise.

Course Description: SCM-E curriculum encompasses the full spectrum of security cooperation topics tailored to an executive level perspective. Course topics include SC: legislation/policy, planning, security cooperation organizations (SCOs), sales process, technology transfer/program security, contracting, logistics support, training, information technology systems, financial processes, and a comparison of the foreign military sales process with the direct commercial sales process. Guest speakers include a Defense Security Cooperation Agency senior leader perspective on SC, a Department of State discussion of current SC issues, and a Defense Acquisition University discussion of international and exportability considerations within the Defense Acquisition System. This course is conducted in the National Capital Region. Personnel from other USG federal agencies involved in SC activities may also attend this course.

Course Length: 5 Days

SYLLABUS

	Monday	Tuesday	Wednesday	Thursday	Friday
0800-0900	Welcome/ Admin	Security Cooperation Sales Process	Tech Transfer and International Programs Security	USG Logistics Support and the Total Program Approach	Financial Policies for Security Cooperation
0900-0930	Building Partner Capacity through SC Programs and Policy		Current Issues in Security Cooperation (State Department Perspective)		
0930-1000					
1000-1100					
1100-1130					
1130-1230					DISCS Mission
1230-1300		DSCA Executive Perspective			
1300-1400	Whole of Government SC Planning		LOA Terms & Conditions	International Training	
1400-1430	SCO Responsibilities and Relationships	Tech Transfer and International Programs Security	Contracting for International Requirements	SCIP Executive Introduction (USG Only)	
1430-1530					

INTERNATIONAL FINANCE, LOGISTICS, AND TRAINING COURSE (SCM-IFL/IFT)

Audience: International Partners.

Objective: SCM-IFL/IFT is designed to meet the needs of senior and mid-level military and civilian officials responsible for the financial/logistics/training management of FMS cases, including those funded by U.S. grants. This encompasses not only personnel in defense ministries but may also include international liaison personnel assigned to US organizations in CONUS, as well as defense attachés and foreign procurement officials.

Course Description: SCM-IFL is divided into two parts. The first part provides an overview of SC, addressing legislation, policy, and procedures; planning, programming, and budgeting; resource management; acquisition and sustainment; contract administration; technology transfer and export controls, all within the context of a security cooperation relationship with the U.S. This portion also looks at financial issues in detail, addressing funds management, pricing policies, and billing procedures. The second component of the course focuses specifically on logistics management, addressing initial support, sustainment, transportation, requisitioning, and discrepancy reports. Twice a year an optional training track, in place of logistics (IFT), focuses specifically on the development of training programs, student selection/administration, and automated tools available to international SA/SC training managers. The curriculum includes an extensive Field Studies Program that introduces students to the American way of life. All instruction is in English with lectures, practical exercises, and field trips. SCM-I-FL qualifies for expanded IMET (E-IMET). DISCS can also offer a comparable course in-country, less the FSP, via a MET. SCM-IFL is offered 5 times a year, SCM-IFT two times a year.

Course Length: 15 Days

SYLLABUS FOR WEEK 1

	Monday	Tuesday	Wednesday	Thursday	Friday
0830-0930	Welcome	SC Leg & Pol	EUM & Third Party Transfer	LOA Terms and Conditions	FMS Process PE
0930-1030	Course Intro		FMS Process	LOA Terms and Conditions	BPC Process
1030-1130		SCO Ops		FMS Process PE	SCIP Intro
1230-1330	Communication Factors in the USA	IPSR/Tech Transfer		Field Studies Program Aspects of American Way of Life	SCIP PE
1330-1430	Intro to SCM				
1430-1530	Admin/Field Studies Program Introduction to the U.S. Military	EUM & Third Party Transfer			
After 1530		Field Studies Program Practicum	Student Survey/ Faculty Consultation		Student Survey/ Faculty Consultation

SYLLABUS FOR WEEK 2

	Monday	Tuesday	Wednesday	Thursday	Friday
0830-0930	FMS Acquisition	FMS Funds Management	FMS Pricing	Field Studies Program Government and Education Systems	SCIP Financial PE
0930-1030					
1030-1130	IAC	Interest Bearing Accounts	FMS Billing		
1230-1330	FMS Funds Management	FMS Pricing			
1330-1430					
1430-1530					
					International Training Management

SYLLABUS FOR WEEK 3

	Monday	Tuesday	Wednesday	Thursday	Friday
0800-0830	Class Manager Time	Class Manager Time	Class Manager Time	Class Manager Time	Class Manager Time
0830-0930	International Logistics	Requisitions	Logistics PE	SCIP Logistics Exercise	Actionable LOR PE
0930-1030	International Logistics/Logistics Support Programs	FMS Transportation Policy		SCIP Logistics Exercise	
1030-1130	Logistics Support Programs	FMS Transportation Policy		DCS vs. FMS	Collect End of Course Surveys
1230-1330	Catalog Data	FMS Transportation Policy	Logistics Support Focus	FMS Customer Case Management	Graduation
1330-1430	Requisitions	Discrepancy Reports	SCIP Logistics Exercise	Actionable LORs	
1430-		Logistics PE			

SYLLABUS FOR SCM-IFT WEEK 3

	Monday	Tuesday	Wednesday	Thursday	Friday
0830-0930	Intro to FMS Logistics	Advanced International Training	Training Automation Systems Demo 1	Training Automation Systems PE 3	Actionable LOR PE
0930-1030			Training Automation Systems PE 1	Training Automation Systems PE3	
1030-1130	Intro to Advanced International Training	Student Admin	Training Automation Systems PE 2	DCS vs. FMS	Collect End of Course Surveys
1230-1330				FMS Customer Case Management	Graduation
1330-1430			Training Automation Systems Demo 2	Actionable LORs	
1430-1530		Training Automation Systems Demo 1	Training Automation Systems PE 3		

Audience: U.S. Defense Industry.

Objective: The Security Cooperation Management Industry Course (SCM-IN) is designed to meet the educational requirements of U.S. defense industry personnel involved in international sales. The purpose of this course is to familiarize the defense industry student with USG organizations, Security Cooperation (SC) and Security Assistance (SA) roles and responsibilities, and the legal and procedural policies that direct the execution of SC and SA programs. The goal of the course is to provide the student with the appropriate SC management methodologies in order to work effectively with the DoD in SC and SA program execution.

Course Description: SCM-IN is a US defense industry-centric course covering Security Cooperation topics applicable to US companies that want to learn about the Foreign Military Sales (FMS) process. This course is intended for any company that seeks to enter into, or expand their work in Foreign Military Sales. The students for this course should be industry personnel in the areas of marketing, sales, business development, FMS management, contracting, offsets, logistics support and/or finance.

Course Length: 3 Days

SYLLABUS

	Tuesday	Wednesday	Thursday
0830-0930	Welcome/ Admin	Day 1 Review/	Assessment #2
0930-1100	Intro to SC Management	FMS Sales Process	Acquisition & Offset Policy
1100-1200	SCO Responsibilities and Relationships		Financial Management of SC Cases
1300-1400	Technology Transfer & Export Controls		Logistics Orientation
1400-1500		“Actionable” LORs	
1500-1600	FMS Sales Process	Agency Panel Discussion	Assessment #3/ Course Survey/ Graduation
1600-1630	Assessment #1		

LOCALLY EMPLOYED STAFF COURSE (SCM-LO)

Audience: Locally Employed Embassy Staff (LES) working SC.

Objective: This course provides a functional knowledge of security cooperation and security assistance policies and procedures for Locally Engaged Staff (LE Staff) who work in Security Cooperation Offices (SCOs) in U.S. embassies around the world. LE Staff were formerly known as Foreign Service Nationals (FSNs) or Personal Services Agreement personnel (PSAs).

Course Description: Addresses U.S. security cooperation (SC) legislation, policy, and procedures; US embassy operations; foreign military sales (FMS) processes; training management; resource management; contract administration; technology transfer and export controls; humanitarian assistance and foreign disaster relief; and other Title 10 security cooperation programs. Instruction is classroom-based, with reading assignments and practical exercises reinforcing lectures. All instruction is in English. This course is offered once or twice a year.

Course Length: 15 Days

SYLLABUS FOR WEEK 1

	Monday	Tuesday	Wednesday	Thursday	Friday
0800-0830	Admin/Welcome	Class Manager Time	Class Manager Time	Class Manager Time	Class Manager Time
0830-0930	Welcome	Intro to SC Programs/ Leg & Policy	Intro to SPP & BAO Admin	IPSR & Tech Transfer	FMS Process
0930-1030	Course Intro		Regional Studies		
1030-1130				Embassy Country Team	
1230-1330	Communication Factors in the USA	Intro to the GCC	Intro to Whole of Gov. Planning	FMS Process	FMS Process PE
1330-1430	Intro to SCM	SCO Ops			
1430-1530	Admin/FSP-Tour of Base				

SYLLABUS FOR WEEK 2

	Monday	Tuesday	Wednesday	Thursday	Friday
0830-0930	LOA T & Cs	FMS Acquisition Policy and Process	Advanced Training Management	Advanced Training Management	Advanced Training Management
0930-1030	LOA T & Cs				
1030-1130	BPC LOA Process	SCIP EUM PE			
1230-1330	SCIP Intro				
1330-1430	SCIP PE	Intro to Training Management			
1430-1530					

SYLLABUS FOR WEEK 3

	Monday	Tuesday	Wednesday	Thursday	Friday
0830-0930	Financial Management of SC Cases	IAC	OHASIS PE	SAARMS Property Management	ICASS
0930-1030		Contact Programs		SCO Budget Exercise	
1030-1130	Intro to FMS Logistics	Combined Exercises			Regional SC Programs
1230-1330		Humanitarian Assistance	Graduation		
1330-1430	SCIP Finance	Foreign Disaster Relief			
1430-1530	SCIP Logistics & SCMS	OHASIS PE	SCO Resource Management		

OVERSEAS COURSE (SCM-O)

Audience: Overseas U.S. SC managers (CCMDs and SCOS) and Bilateral Affairs Officers (BAOs).

Objective: This course is designed to meet the educational requirements of Security Cooperation Organization (SCO) personnel and geographic combatant command (CCMD) staff personnel directly supporting SCOs. The objective of this course is for the student to attain a working knowledge of SCO-relevant security cooperation (SC) policies and procedures. Graduates will have the basic skills to effectively implement SC aspects of U.S. foreign policy.

Course Description: Core Instruction is provided on the many complex and interrelated aspects of security cooperation (SC) and security assistance (SA). SC involves all DoD interactions with foreign defense and security establishments, including all DoD-administered SA. The embassy environment, management of budget and other resources within the SCO, SC databases, international training management responsibilities, and SCO operational requirements. The region of assignment. This includes SC-related regional/country-specific political, military, economic, geographic, security, and cultural considerations impacting historic and current relationships with the United States. Specialized Training for CCMD selected students is provided on Advanced international training management, Advanced SCO resource management. The course includes platform lecture, seminars, and practical exercises. Instruction is provided by DISCS faculty members and guest lecturers who may include senior DoD officials as well as representatives of other USG agencies, civilian universities, and private organizations.

Course Length: 20 Days

SYLLABUS FOR WEEK 1

	Monday (1)	Tuesday (2)	Wednesday (3)	Thursday (4)	Friday (5)
0900-0950	Course Intro (includes IT actions)	Tech Transfer / Export Controls Planning 2	Intro to Interagency	SCO Chief Perspective (Guest Speaker)	Process
1000-1050			Intro to SC Programs (Title 22)		
1100-1150	SCO Responsibilities	SCIP Registration	Regional SC Programs (Title 10)	Online	
1300-1350	Diplomatic Attire (online)	Protocol (online)	REALITY CHK 1	Regional III	REALITY CHK 2
1400-1450	Embassy Country Team	Intro Bandaria & SCO LAB	Contact Events, Ex & Related Programs		DIA (DAO) (Guest Speaker)
1500-1550	Intro to SC Mgt & Foreign Policy	Planning 1 & PE	SCO RM		SC Log (Introduction to SA/SC Logistics)
1600-1650	Regional I		SCO RM 2 ICASS	Process	
1800			No-Host Social & Protocol Dinner		

SYLLABUS FOR WEEK 2

	Monday (6)	Tuesday (7)	Wednesday (8)	Thursday (9)	Friday (10)
0900-0950	LOA T&C	Planning 2 & PE	Finance Finance	Planning 3 & PE	SC Lab 1
1000-1050	BPC Process	SC LAB Preparation		Acquisition 1 (FMS Offsets)	
1100-1150	EUM/TPT		Planning 3 & PE	Acquisition 1 (IACP & ACSAs)	DoS SA Programs (Guest Speaker)
1300-1350	SCO Entitlement (online)	Visitor Mgt (online)	REALITY CHECK 3	IPSR 1 (online)	SCO Budget Exercise Overview
1400-1450	International Training Management	SCIP SCMS PE	Advanced International Training Management OR SC LAB PREP	Regional III	Advanced International Training Management OR SC LAB PREP
1500-1550		SCIP Case Info PE			IPSR 2 (online)
1600-1650					

SYLLABUS FOR WEEK 3

	Monday (6)	Tuesday (7)	Wednesday (8)	Thursday (9)	Friday (10)
0900-0950	Advanced International Training Management OR SC LAB PREP	SCIP EUM PE	Advanced International Training Management SC-TMS OR SC LAB PREP	FMS Process Actionable LORs	SC Lab 1
1000-1050		SC LAB Preparation			
1100-1150					
1300-1350	Regional III	REALITY CHECK 4	IPSR (online)	SC LAC Prep	SCO Budget Exercise Overview
1400-1450		DSCS Executive Perspective (guest speaker)	SCO Budgeting	Counter-Intelligence (Guest Speaker)	Regional IV
1500-1550		SCO Advanced RM	SCO Budget Exercise IAAS	Advanced International Training Management SC-TMS	
1600-1650	Personnel & Administration (online)				

SYLLABUS FOR WEEK 4

	Monday (6)	Tuesday (7)	Wednesday (8)	Thursday (9)	Friday (10)	
0900-0950	SCO Budget Exercise IAAs	Intro to USAID (Guest Speaker)	Regional VI	SCO Budget Exercise Practicum	SCO Lab 3	
1000-1050	SCO Budget Exercise GPCs	FDR (Guest Speaker)		SC LAB Prep		
1100-1150	HA/HCA	OHASIS PE			SCO LAB 3 Evaluation	
1300-1350	Ethics (online)	General (online)	REALITY CHECK 5	SC LAB Prep	Ethics	
1400-1450	DIILS (Guest Speaker)	SC LAB Prep	SCO Budget Exercise Purchase Requests OR SC LAB PREP	Acquisition 3 (FMS vs DCS)	DISCS Mission Closing Remarks	
1500-1550	Advanced International Training Management SC-TMS OR SC LAB PREP			SC LAB Prep	SC LAB Prep	Grades / Certs Final Survey Graduation Authorized Travel
1600-1650						

Audience: National Capital Region (NCR), Geographic and Functional Combatant Commands, Component Command personnel working SC.

Objective: The Action Officer Course (SCM-AO) provides a functional knowledge of security assistance/security cooperation planning considerations, authorities, funding and roles of the Department of State (DoS), Department of Defense (DoD), and other members of the U.S. government interagency.

Course Description: Instruction is provided on the many complex and interrelated aspects of security assistance and security cooperation. These include the role of the Department of State in foreign policy, that of the Department of Defense in national defense, and that of the Congress in the areas of authorization, appropriation, and oversight. The functions and responsibilities of the geographic combatant commands, the Defense Security Cooperation Agency (DSCA), and the Military Departments (MILDEP) are also addressed. The emphasis of the curriculum is on the roles, planning considerations, authorities, funding, policies and procedures involved in the management of security assistance and security cooperation programs/activities in a headquarters staff environment.

Course Length: 5 Days

SYLLABUS

	Monday	Tuesday	Wednesday	Thursday	Friday
0830-0920	Course Intro	Policy Perspective	Tech Transfer/Export Control	HA, FDR & HCA	Senior Leader Perspective
0930-1020	Intro to SC Management	Whole of Government SC Planning	FMS Process	Combined Exercise Program Execution	Country Needs Assessment PE
1030-1120	SCO Responsibilities	Interagency	Pseudo LOA Process for BPC Programs	G-TSCMIS	
1230-1320	The Embassy Country Team	Planning PE	Acquisition	EUM/TPT	Capstone PE
1330-1420	Intro to SC Programs (T-10)	Contact Programs	SC Information Resources & Tools	USAID Perspective	DISCS Mission
1430-1520		International Training Management	DoS Perspective	Desk Officer Perspective	End of Course Exam
1530-1620	Intro to Bandaria & PE Requirements	Country Needs Assessment Group Study	Country Needs Assessment Group Study	Country Needs Assessment Group Study	Student Survey Closing Remarks

STATE PARTNERSHIP PROGRAM COURSE (SCM-SP)

Audience: U.S. State partnership program directors.

Objective: This course is designed to provide mid-level security cooperation education and an introduction to security assistance and security cooperation for U.S. military and civilian personnel serving within the DoD State Partnership Program (SPP) community which supports U.S. international security cooperation/assistance programs. The general course objective is to furnish students with a basic understanding of the SPP, emphasizing security cooperation administration, planning organization, and operations, as well as emphasizing the interaction and constraints of the SPP with DoD security assistance activities.

Course Description: Instruction is provided on the State Partnership Program and the many and interrelated aspects of the SPP with security assistance and security cooperation activities. These include the role of the Department of State in foreign policy, that of the Department of Defense in national defense, and that of the Congress in the areas of authorization, appropriation, and oversight. The functions and responsibilities of the National Guard Bureau and the State Guard headquarters, the COCOMs, DSCA, and the Military Departments (MILDEPs) are also addressed. The syllabus lists the various topics covered in this course. The emphasis of the curriculum is on the policies and procedures involved in the operational management of security assistance and security cooperation activities within the scope of the State Partnership Program.

Course Length: 5 Days

SYLLABUS

	Monday	Tuesday	Wednesday	Thursday	Friday
0800-0850	Welcome Remarks Course Introduction	Ethics and Values	Regional Studies I 0800-0920	International Programs Security and Technology	State Partnership Program Planning Exercise
0900-0950	Introduction to State Partnership Program	Security Cooperation Sales Process	Security Cooperation Information Portal (SCIP)		
1000-1050		Whole of Govern- ment Planning		Workforce Development PMF	
1100-1200	Introduction to Security Cooperation Management		International Training Management	State Partnership Operations	
1300-1350	Country Team and SCO Responsibilities	Introduction to Security Cooperation Programs	State Partnership Program Administration		
1400-1450		Introduction to USAID			
1500-1600	Combatant Com- mand Seminar 1430-1600	Security Cooperation Planning Information Tools	State Partnership Metrics		

Audience: Two-star or equivalent GO/FO/SES personnel.

Objective: The Senior Executive Tutorial course is designed to meet the priority security cooperation orientation requirements of senior-level USG personnel unable to attend the full 5-day SCM-E (Executive) course.

Course Description: The standard SCM-STC course is conducted at the Defense Security Cooperation Agency Headquarters in Arlington, VA on a 2.5 day schedule. The curriculum presented is a modified version of the 5-day SCM-E (Executive) course tailored to the requirements and schedule limitations of the respective senior leader. The purpose of this course is to succinctly provide senior leaders a fundamental understanding of key tenets of the USG's SC Enterprise. Specific emphasis is placed on the SC elements that have significant interface within the respective senior leader's area of responsibility.

Course Length: 2.5 Days

SYLLABUS

	Monday	Tuesday	Wednesday
0830-0835	Admin Orientation / Course De- scription		
0835-0930	Introduction to SC / Legislation & Policy	Financial Policies for Security Cooperation	SCIP Executive Introduction
0930-1000			Technology Transfer & IPS Requirements
1000-1030	DSCA Overview	USG Logistics Support & Total Program Approach	
1030-1100	SCO Responsibilities, Planning & End-Use Monitoring		
1100-1130			
1130-1200			
1230-1330		BPC Through International Training	
1330-1500	Security Cooperation Sales Pro- cess	Acquisition Overview & FMS / DCS Comparison	
1500-1600	Faculty Consultation / Independent Study	Faculty Consultation / Independent Study	

TRAINING OFFICER / TRAINING MANAGER COURSE (SCM-TO/TM)

Audience: U.S. international military student officers (IMSO) and training managers.

Objective: The Training Officer (TO) course is designed to meet the needs of the International Military Student Offices (IMSO) at the installation level. The Training Manager (TM) course is designed for personnel with duties involved with international training activities at the military department level and above.

Course Description: The TO course provides a comprehensive overview of Security Cooperation (SC) management, and the interrelationships of the IMSO and the international student. The curriculum explores Security Cooperation legislation, human rights considerations, SC organizations and functions, and SC planning and programming. In addition, the curriculum examines the individual elements of the DoD Field Studies Program, Invitational Travel Orders, International Military Student's legal status, International Military Students' health entitlements while attending SC training, and use of the Security Assistance Network (SAN) and the Security Cooperation – Training Management System. The curriculum further provides a review of service-unique: organizations, student administration procedures, training program automation, DoD FSP presentation practices and funding, and a comprehensive survey of cross-cultural considerations impacting IMSO-IMS'.

The TM Course also introduces the student to the role of the SCO and examines the various Security Cooperation planning documents and processes for the execution of SC with emphasis on International Military Training and the Combined Education and Training Program Plan (CETPP). The TM course also provides an overview of the entire life cycle of an FMS case with particular emphasis on international training, and financial management regulations that determine tuition pricing for International Military Training.

Course Length: 5 Days

SYLLABUS

	Monday	Tuesday	Wednesday	Thursday	Friday
0800-0900	Welcome /Admin/Crs Intro	Student Admin	MILSVC Unique Instruction	U.S. FSP Practical Exercise	Cultural Aspects: Latin America
0900-1000	Intro to Security Cooperation Mgt			Tech Transfer & IPSR	Cultural Aspects: Africa
1000-1030					
1030-1100	International Training Mgt				
1100-1130					
1130-1200				DISCS Mission/ Course Evaluation	
1200-1230					
1230-1330	International Training Mgt	Training Program Automation	MILSVC Unique Instruction	Cultural Aspects: Middle East	
1330-1400	Student Administration			SC-TMS Ex	
1400-1500					
1500-1600					

FAMILIARIZATION COURSE (SCM-FA)

Audience: All personnel requiring basic knowledge of Security Cooperation.

Objective: The SCM-FA course serves as a familiarization to security cooperation as conducted by the United States Government with many partner nations around the world.

Course Description: This course provides baseline of information on security cooperation policies, programs, planning, implementation and execution by the Department of Defense in support of United States national security and foreign policy objectives. The course includes a 4-page printable Continuity Book which captures the main instructional points in each of six modules. It also contains a list of acronyms and key terms.

Course Length: 1.5 hours

INTERNATIONAL PROGRAM SECURITY REQUIREMENTS COURSE (IPSR)

Audience: All personnel (U.S. Government and U.S. Industry) working in Security Cooperation.

Objective: The IPSR course is designed to train DoD employees and US industry personnel in the laws, policies, and procedures that protect sensitive and classified US technology and information. In 1999, the Deputy Secretary of Defense mandated training for “all DoD personnel responsible for negotiating, overseeing, managing, executing or otherwise participating in international activities...” (subsequently codified in DoD Directive 5230.20, Visits, Assignments, and Exchanges of Foreign Nationals). The DoDD 5230.20 training requirement for international programs security can be satisfied by any of the following courses: graduation from the IPSR course (described below); graduation from DISCS SCM-C, SCM-O, or SCM-OM (post October 2000); or, graduation from DISCS SCM-AO, SCM-SP, SCM-LO, SCM-E, or SCM-TM, SCM-TO/TM, or SCM-STC tutorial (post October 2012).

The Defense Acquisition University course ACQ 130 Fundamentals of Technology Security/Transfer (FTS/T), also fulfills the training requirement of DoDD 5230.20.

Course Description: The IPSR course covers the principles and procedures that govern and facilitate international technology transfer, export controls, and foreign disclosure. Specific lessons address processes for international program security, controlled unclassified information (CUI), foreign government information (FGI), the National Disclosure Policy (NDP), and the International Traffic in Arms Regulations (ITAR). The export approval and license process is covered along with the role of the Defense Security Service (DSS). Other topics include visits and assignments of foreign nationals, the Committee on Foreign Investment in the United States (CFIUS) and Foreign Ownership, Control or Influence (FOCI), and the transfer of classified information.

Course Length: 16 hours

MISSILE TECHNOLOGY CONTROL REGIME COURSE (MTCR)

Audience: All U.S. personnel working with MTCR duties/issues.

Objective: The purpose of the Missile Technology Control Regime online course (MTCR-OL) is to train selected DoD personnel in recognizing and controlling the export of missiles/UAVs and related technologies that have the potential for use in the delivery of weapons of mass destruction. The regime and supporting documentation were designed to assist in the implementation of national export controls to monitor, control, and deny exportation of

these critical technologies.

Course Description: This is a facilitated online course which provides a familiarization with the MTCR basic guidelines and the relevant review process for Foreign Military Sales (FMS) cases. A discussion of the FMS process and the relationship of the MTCR to the Arms Export Control Act (AECA) and International Traffic in Arms Regulations (ITAR) provide the students a framework for understanding the need for thorough reviews of items provided on Letters of Offer and Acceptance (LOA). The course includes a basic missile overview to assist students in understanding the general terminology, types of missiles, and components associated with controlled items on the MTCR Annex to the U.S. Munitions List. In addition, students are introduced to the roles and responsibilities of the Departments of State, Commerce, and Defense.

The DISCS faculty facilitator interacts with students for the duration of the course directly via emails and discussion boards using DISCS's Blackboard learning management system. Students are assigned to working groups at the beginning of the course and are able to interact with fellow students and the course facilitator. Groups are intentionally kept small to facilitate student interaction. Typically student groups will not exceed seven students.

Course Length: 20 hours

ORIENTATION COURSE (SCM-OC)

Audience: All Security Cooperation personnel as soon as assigned to an SC position.

Objective: The Security Cooperation Management Orientation Course-Online (SCM-OC-OL) is an introduction to security assistance and security cooperation programs and processes for individuals who are involved occasionally with Foreign Military Sales or Building Partner Capacity programs, not on a full-time basis. Graduates of SCM-OC-OL who require more training can be scheduled for the one-week resident Security Cooperation Management CONUS Course (SCM-C or on-site SCM-CX), or other follow-on instruction as determined by their supervisor and DISCS.

Additionally, this online course serves as one of the two prerequisites for attendance at the resident SCM-C or SCM-CX. If you are taking this course as a prerequisite, you must complete it NO EARLIER than six months and NO LATER than 10 calendar days before the start date of the follow-on resident course. We encourage all SCM-OC-OL graduates planning to enroll in SCM-C to review their SCM-OC-OL material before reporting to SCM-C.

Course Description: SCM-OC-OL contains 10 modules on topics in most functional areas of security assistance and security cooperation management. In progressing through each module, the student will view graphics with key instructional points, listen to the instructor-narrated text and address points on a graphic, and follow along by reading the text of the instructor's remarks at the bottom of the screen.

The course offers the advantage of immediate training beyond that of the SC-FAM-OL (Security Cooperation Familiarization-Online) Course for employees as soon as they are assigned to a security cooperation position. Each module has a built-in e-mail link to the DISCS faculty that allows student communication with the instructor in the event a student has a question or concern about the material.

Course Length: 15 hours



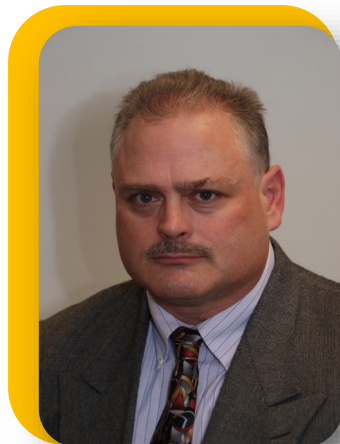
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